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RECORDS RETENTION AND DISPOSITION SCHEDULE

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ALL ARIZONA MUNICIPALITIES

Function:

Public Works – Streets (Transportation)

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Street project construction records: a. Project construction files b. "As-built" plans c. Extra copies of construction records including field office copies and work-site copies		- - -	- - -	3 - 1	After completion and final payment Retain until abandoned or transferred to other jurisdiction. Recommend microfilm for security. After completion of construction
2	Street maintenance records a. Routine maintenance of street and roadside areas b. Major maintenance and improvement projects		- -	- -	3 -	After fiscal year maintenance performed Treat as construction project records (See item 1)
3	Encroachment and road cut permits		-	-	3	After permit terminates or encroachment is abandoned
4	Survey notes and records		-	-	-	Retain until surveyed area is abandoned or transferred to another Jurisdiction.
5	Maps including aerials, mosaics, negatives, contour, etc.		-	-	-	Retain until mapped area is abandoned or transferred to another jurisdiction
6	Contracts and intergovernmental agreements (IGAs) a. Official copy b. Office (extra non-record) copies		- -	- -	- 1	Transfer to municipal clerk After expired, cancelled or revoked
7	Right of way files		-	-	-	Retain until land is abandoned or transferred. Transfer official copy of deed and title insurance to the municipal clerk.
						Supersedes Schedule Dated: September 15, 1999

Approved by:


Director, Arizona State Library, Archives and Public Records

Approval Date:

OCT 10 2001